

# Introduction and Instructions for the Manure Management Plan Form



## Animal Manure Management Form

Iowa law requires certain confinement feeding operations to develop and obtain Department of Natural Resources (DNR) approval of a manure management plan, to apply manure in accordance with the plan, to submit annual updates of the manure management plan, to pay an annual compliance fee and to provide copies of the manure management plan to the counties where the operation is located and where manure is applied. Manure management plans submitted to the DNR must use the attached forms. Make 4 to 5 copies of the manure management plan. KEEP one copy for yourself and one for your manure applicator. Submit two copies to the DNR if you are applying for a construction permit. Submit one copy to each county where manure will be applied.

These forms are not intended for use if manure is being sold. Plans involving the sale of manure should be developed in accordance with the requirements of DNR rules 567 Iowa Administrative Code 65.17(2). These rules are found in Appendix A.7 of these forms. Forms can be found on the DNR website at <http://www.state.ia.us/epd/wastewtr/feedlot/manure.htm>.

### Who Needs to Submit a Plan and Annual Updates

- Owners of confinement animal feeding operations constructed or expanded after May 31, 1985 (unless the operation is a small animal feeding operation<sup>1</sup>);
- If you are constructing a manure storage structure – you must submit an original manure management plan (unless the operation is a small animal feeding operation<sup>1</sup>);
- Owners of out-of-state confinement operations that apply manure in Iowa (unless the operation is a small animal feeding operation<sup>1</sup>).

To determine if you are required to submit a plan or have a small animal feeding operation, see definition below and calculate your animal units using the table on page 3.

### Instructions for Use of These Forms

Use the table below to determine the pages of the form which must be completed and submitted to DNR. (Copy pages 2.1 through 2.3 and page 3.1 of the form as needed to provide one copy per field or per combination of fields. Make additional blank copies for use in updating the plan.)

Form Section	Page(s)
<b>Part 1: Feeding Operation Information</b>	
All operations: .....	1.1
If manure is stored as a liquid.....	1.2
If manure is stored as a solid .....	1.3
If manure is stored as both a liquid and a solid.....	1.2, 1.3
All operations.....	1.4
<b>Part 2: Individual Field Information</b>	
All operations: for each field or combination of fields used for manure application .....	2.1,2.2,2.3
Optional for all operations.....	2.4
<b>Part 3: Year-by-Year Summary of Plan</b>	
All operations: for each year covered in manure management plan .....	3.1

You must also attach the appropriate fee forms and verification of county receipt. See back for more information.

**Manure Storage Indemnity Fund Form** (if applicable)

**Original Filing Fee Form** (if applicable)

**Annual Compliance Fee Form** (if applicable)

**Verification of County Receipt Form** (all operations)

1. **Small Animal Feeding Operation:** an animal feeding operation which has an animal unit capacity of 500 au or less.

## Attachments

In addition to submitting the required forms, the following additional information must be provided as attachments to the manure management plan:

- A plat map which shows the location of the confinement operation and of all fields being used for manure application;
- Aerial section or similar photos (available from the county Farm Services Agency office) of all fields being used for manure application. For each field, mark the field boundaries, areas not available or unsuitable for manure application, and areas where specific restrictions on manure application apply;
- A copy or summary of the conservation plan for all highly erodible land (HEL) fields on which manure will be applied;
- Information documenting the optimum yields calculated for the manure application fields (if required – see page 2.5, footnotes c, d, & e);
- Manure sampling results, if sample results were used to determine the manure's nutrient content for this plan;
- Written manure application agreements for all fields identified in the plan that are not owned or rented for crop production purposes by the owner of the confinement feeding operation (agreements must be signed by the landowner);

- The **Annual Compliance Fee form** - [Annual Compliance Fee \(Form 542-8064\) rev. 6/03](#) and a check for the amount due (\$0.15 per animal unit);

### **OR**

- The **Filing Fee forms** [for facilities filing an MMP **for construction, expansion or modification** or filing an **original (first-time) MMP**] and a check for the \$250 filing fee and the indemnity fee:  
(*No indemnity fee applies if the operation was constructed or expanded prior to May 31, 1995 and no construction permit was required.*)
  - For **non-permitted sites**: [Indemnity fee and MMP filing fee and form \(Form 542-4021\) rev. 6/03](#)
  - For **permitted sites** - please see [Construction application package and use fee forms for construction permit sites](#) (Form 542-1428) rev. 6/03). (*Send two copies of original MMPs and the construction permit application to the DNR central office in Des Moines.*)

- Operations using irrigation to apply manure must provide information indicating how they will comply with applicable restrictions and requirements, and any additional methods or practices that will be used to reduce potential odors.
- A copy of the complete manure management plan must be provided to the county where the facility is located and each county where manure is applied. Submit a signed copy of the **Verification of County Receipt – MMP form** to the DNR for each county involved. Use the form for non-permitted sites [Verification of County Receipt \(Form 542-8046\)](#) **OR** if a construction permit is required, use the [Construction application package and use fee forms for construction permit sites](#) (Form 542-1428) rev. 6/03.

## Plan Updates & Recordkeeping

Prior to making changes in an operation's manure management practices, the operation must update the plan to show the proposed changes. Updates that occur after the annual plan submittal should be maintained on site and submitted with the annual update to DNR and the counties in the following year.

Records of manure application must be maintained, and must be available for DNR inspection at the confinement site. At a minimum, the records must include: method of manure application, dates when manure was applied, location(s) and acres of each field on which manure was applied, and the manure application rate. Records must be maintained for three years after the year of manure application or for the length of the crop rotation, whichever is greater.

## Calculating Animal Unit Capacity

To calculate the **Animal Unit Capacity (AUC)** of the operation, multiply the maximum number of each animal species confined at one time by the appropriate factor indicated below, then add all animal units together:

$$\text{AUC} = (\text{No. of HEAD}) \times (\text{FACTOR})$$

Animal Species	(No. HEAD)	X (FACTOR)	= AUC
Slaughter or feeder cattle		1.0	
Immature dairy cattle		1.0	
Mature dairy cattle		1.4	
Swine over 55 lbs.		0.4	
Swine 15 lbs. to 55 lbs.		0.1	
Sheep and lambs		0.1	
Horses		2.0	
Turkeys 7 lbs. or more		0.018	
Turkeys less than 7 lbs.		0.0085	
Broiler or layer chickens 3 lbs. or more		0.01	
Broiler or layer chickens less than 3 lbs.		0.0025	
<b>TOTAL:</b>			

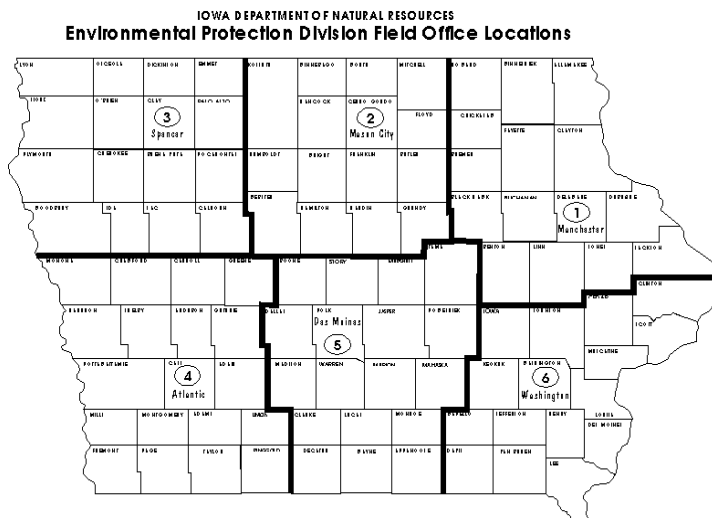
## Assistance

Assistance in developing a manure management plan may be available from a number of sources, including private consultants, Iowa State University Extension, and USDA's Natural Resources Conservation Service. Some of these sources will prepare a complete plan for an operation, while others will only provide general assistance. Contact your county extension or NRCS office to determine the assistance they will provide, as well as to obtain a list of consultants who will prepare plans.

If you have specific questions about the Manure Management Plan forms, contact your regional DNR field office. See attached map for contact information and to determine the appropriate office.

## Mail Plan and Attachments

Please mail complete plan, annual updates and attachments to the appropriate Iowa Department of Natural Resources field office (See map below). If submitting a construction permit application, send two copies of the original MMPs to IDNR, Attn.: Environmental Services Division, Wallace State Office Building, 502 East 9<sup>th</sup>, Des Moines, IA 50319-0034. Questions on permits? Please call 515-281-8941.



### DNR Environmental Services Division

**Field Office #1**  
909 West Main, Ste 4  
Manchester, IA 52057  
563-927-2640

**Field Office #2**  
2300 15<sup>th</sup> St SW  
Mason City, IA 50401  
641-424-4073

**Field Office #3**  
1900 N. Grand Ave.  
Spencer, IA 51301  
712-262-4177

**Field Office #4**  
1401 Sunnyside Lane  
Atlantic, IA 50022  
712-243-1934

**Field Office #5**  
401 SW 7<sup>th</sup>, Ste 1  
Des Moines, IA 50309  
515-725-0268

**Field Office #6**  
1023 W. Madison  
Washington, IA 52353  
319-653-2135